

## UGA Elements

UGA Elements is a data repository for UGA faculty activities. These activities encompass all three components of UGA's mission – teaching, research and service. UGA Elements' data include faculty profile elements (e.g., positions held, educational credentials, and professional interests), research outputs (e.g., publications, presentations, and funding), instructional efforts (e.g., courses taught, and students supervised), and professional activities (e.g., honors and awards, conference organization, professional society memberships, administrative work, committee service, public service, and outreach).

Some of these data are imported from other sources (e.g., Athena for courses taught, external databases for publications, and OVPR for sponsored funding), while some are manually entered and curated by the user (or her/his delegate).

The data contained within the UGA Elements repository are institutional data<sup>1</sup>. The Data Trustee for the UGA Elements repository is the Associate Provost for Faculty Affairs. The Data Stewards are the Associate Provost for Faculty Affairs and the Project Director of UGA Elements.

## Scope of this Document

The data in the UGA Elements system are valuable for re-use, either at the individual user level or aggregated across organizational units of UGA, types of user, etc. This document describes the policy and procedures for requesting and granting access to these data for re-use.

## Policy Statement

The Office of Faculty Affairs at the University of Georgia grants access to data within the Elements system to employees with a legitimate need for this information about faculty, staff, and students. The presence of student data in Elements requires that any employee granted access must complete and maintain FERPA Certification.

## Types of Access

*User access.* Any UGA employee or graduate/professional student (but not undergraduate student) with a valid MyID can login to the UGA Elements system, obtaining read/write/edit/delete access to her/his own data and read-only access to the data about all users. This document does not apply to this type of access.

*Administrative access.* The UGA Elements system provides a role-based access matrix to allow read/write/edit/delete access to selected user records (managed by groups and impersonation). This document does not apply to this type of access.

*Reporting access.* All data in UGA Elements is frequently synchronized to a reporting database (MS SQL) that is used for all institution-level reporting from UGA Elements. Access to this reporting database will be read-only and falls within the scope of this document. This access also provides access to the Elements-provided SSRS toolkit to build reports.

*Systems integration access.* Web API access or direct SQL access (e.g., for unit-based web applications or web sites) to the data of the UGA Elements system falls within the scope of this document. Access to these data will be read-only and will involve an application ID for use in system-to-system integration.

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<sup>1</sup> Institutional data are defined by the [UGA Data Access Policy](#), section 6.0.

### **Procedures to Request Access**

Access requests may be submitted by the requestor, but must be supported and approved by the DDDS (Dean, Director, Department Head, or Supervisor) of the requestor's unit. The request must contain:

- Name, title, affiliation, MyID, email address of Requestor
- Name, title, affiliation, MyID, email address of DDDS (if different)
- Type of access requested (Reporting / Systems Integration)
- Effective dates of access (1 year or less; access must be renewed annually)
- Type of UGA Elements data to be accessed
- Description of legitimate business use of UGA Elements data
- If a research project involving survey research, statement of IRB certification or irrelevance
- Copy of FERPA Certification (successful completion of [Tutorial and Quiz](#) within past year) for Requestor
- Statement of support from DDDS, accepting responsibility for end result

### **Procedures for Review and Granting or Denying Access**

A Data Steward will review access requests within 2 business days of receipt of a complete request and reply to requestor with: (a) granting access; (b) denying access; or (c) postponing decision for consultation with Data Trustee and/or UGA Elements Project Team. If (c), a final decision of (a) or (b) will be made within another 4 business days. Access will be provided by the UGA Elements vendor (Symplectic) and may take another 2 business days after approval.

Access will be granted based on agreement with the legitimate business use of the data and compliance with all other requirements for access. Should a requestor wish to appeal a denial of access, s/he must submit an appeal in writing to the Data Trustee within 4 business days of the denial. The Data Trustee will confer with the Elements Project Team before rendering a decision.

### **Procedures for Tracking Data Access**

The UGA Elements Data Stewards will maintain an auditable list of UGA employees granted access, including contact information for employee and DDDS, type of access, and effective dates.

UGA Elements access will follow the policies of the [User Account Management Standards](#). In particular, upon employee position termination or employee position change to another department, UGA Elements repository access will be withdrawn or reviewed, respectively. The one-year restriction on granted access triggers the required annual review of access.